

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Fd-1

Amendment No. 1

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Public Fire Protection Service**

Under Wis. Stat. § 196.03(3)(b), the municipality has chosen to have the utility bill the retail general service customers for public fire protection service.

This service shall include the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

**Monthly Public Fire Protection Service Charges:**

$\frac{5}{8}$ -inch meter - \$	7.10	3 -inch meter - \$	107.00
$\frac{3}{4}$ -inch meter - \$	7.10	4 -inch meter - \$	178.00
1 -inch meter - \$	17.80	6 -inch meter - \$	355.00
1 $\frac{1}{4}$ -inch meter - \$	26.30	8 -inch meter - \$	568.00
1 $\frac{1}{2}$ -inch meter - \$	35.50	10 -inch meter - \$	852.00
2 -inch meter - \$	57.00	12 -inch meter - \$	1,136.00

Customers who are provided service under Schedules Mg-1, Mg-3, Ug-1, Mgt-1, or Mz-1, shall also be subject to the charges in this schedule.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**RATE FILE**Sheet No. 1 of 1Schedule No. Upf-1Amendment No. 1**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Private Fire Protection Service - Unmetered**

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

**Monthly Private Fire Protection Service Demand Charges:**

2-inch or smaller connection	\$ 9.60
3-inch connection	\$ 18.00
4-inch connection	\$ 30.00
6-inch connection	\$ 60.00
8-inch connection	\$ 96.00
10-inch connection	\$ 144.00
12-inch connection	\$ 192.00
14-inch connection	\$ 240.00
16-inch connection	\$ 288.00

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

## RATE FILE

Sheet No. 1 of 1

Schedule No. Mg-1

Amendment No. 1

## Public Service Commission of Wisconsin

### City of Shawano Water and Sewer Utility

#### General Service - Metered

#### Monthly Service Charges:

5/8 -inch meter - \$	7.00	3 -inch meter - \$	52.00
3/4 -inch meter - \$	7.00	4 -inch meter - \$	80.00
1 -inch meter - \$	12.00	6 -inch meter - \$	144.00
1 1/4 -inch meter - \$	17.00	8 -inch meter - \$	220.00
1 1/2 -inch meter - \$	22.00	10 -inch meter - \$	320.00
2 -inch meter - \$	32.00	12 -inch meter - \$	420.00

#### Plus Volume Charges:

First 1,000 cubic feet used per month - \$1.58 per 100 cubic feet  
Next 2,000 cubic feet used per month - \$1.35 per 100 cubic feet  
Next 12,000 cubic feet used per month - \$1.05 per 100 cubic feet  
Over 15,000 cubic feet used per month - \$0.82 per 100 cubic feet

**Billing:** Bills for water service are rendered monthly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 3 percent but not less than 50 cents will be added to bills not paid within 20 days of issuance. This ONE-TIME 3 percent late payment charge will be applied only to any unpaid balance for the current billing period's usage. This late payment charge is applicable to all customers. The utility customer may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued. Unless payment or satisfactory arrangement for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Admin. Code ch. PSC 185.

**Combined Metering:** Volumetric meter readings will be combined for billing if the utility for its own convenience places more than one meter on a single water service lateral. Multiple meters placed for the purpose of identifying water not discharged into the sanitary sewer are not considered for utility convenience and shall not be combined for billing. This requirement does not preclude the utility from combining readings where metering configurations support such an approach. Meter readings from individually metered separate service laterals shall not be combined for billing purposes.

EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**RATE FILE**

Sheet No. 1 of 1

Schedule No. NSF-1

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<b>Non-Sufficient Funds Charge</b>
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A \$20.00 charge shall apply to the customer's account when a check rendered for utility service is returned for non-sufficient funds. This charge may not be in addition to, but may be inclusive of, other non-sufficient funds charges when the check was for payment of multiple services.

Billing: Same as Schedule Mg-1.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. MI-1

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<b>Municipal Interconnect Charge</b>
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For water sold to the Shawano Lake Sanitary District No. 1 under the terms of the intermunicipal agreement, the charge shall be \$1.05 per 100 cubic feet (or \$1.404 per 1,000 gallons).

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. Mpa-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

<b>Public Service</b>
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Water service supplied to municipal buildings, schools, sewer treatment plants, etc., shall be metered and the regular metered service rates (Schedule Mg-1) applied.

Water used on an intermittent basis for flushing sewers, street sprinkling, flooding skating rinks, drinking fountains, etc., shall be metered where meters can be set to measure the service. Where it is impossible to measure the service, the superintendent shall estimate the volume of water used based on the pressure, size of opening, and period of time water is allowed to be drawn. The estimated quantity used shall be billed at the rate of \$1.05 per 100 cubic feet.

Billing: Same as Schedule Mg-1.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Ug-1

Amendment No. 1

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****General Water Service - Unmetered**

Where the utility cannot immediately install its water meter, service may be supplied temporarily on an unmetered basis. Such service shall be billed at the rate of \$15.69 per month. This rate shall be applied only to single-family residential and small commercial customers and approximates the cost of 550 cubic feet of water per month under Schedule Mg-1. If it is determined by the utility that usage is in excess of 550 cubic feet of water per month, an additional charge per Schedule Mg-1 will be made for the estimated additional usage.

Billing: Same as Schedule Mg-1.

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. Mgt-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

<b>Seasonal, Emergency, or Temporary Service</b>
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Seasonal customers\* shall pay an annual seasonal service charge equal to twelve times the applicable service charge in Schedule Mg-1. Water use in any billing period shall be billed at the applicable volume rates in Schedule Mg-1 and the charge added to the annual seasonal service charge.

In addition, customers who have an additional meter pursuant to Schedule Am-1 shall also pay an annual seasonal rental charge equal to twelve times the applicable additional meter rental charge in Schedule Am-1.

For disconnections of service not previously considered as seasonal, emergency, or temporary, if service is resumed at the same premises by the same customer within a 12-month period, and if there has been no service to another customer during the intervening period, the customer shall be billed for the pro rata share of the applicable service charge for the period of disconnection.

Further, if service has been disconnected or a meter removed, a charge under Schedule R-1 shall be applied at the time of reconnection or meter reinstallation.

\*Seasonal customers are general service customers whose use of water is normally for recurring periods of less than a year. This includes service under Schedule Mg-1 and/or Schedule Am-1.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Mz-1

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<b>Building and Construction Water Service</b>
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For single-family and small commercial buildings, apply the unmetered rate (Schedule Ug-1).

For large commercial, industrial, or multiple apartment buildings, a temporary metered installation shall be made and general metered rates (Schedule Mg-1) applied.

Billing: Same as Schedule Mg-1.

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. BW-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

<b>Bulk Water</b>
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All bulk water supplied from the water system through hydrants or other connections shall be metered, or at the direction of the utility, estimated. Utility personnel or a utility-approved party shall supervise the delivery of water.

Bulk water sales are:

- A. Water supplied by tank trucks or from hydrants for the purpose of extinguishing fires outside the utility's immediate service area;
- B. Water supplied by tank trucks or from hydrants for purposes other than extinguishing fires, such as irrigation or the filling of swimming pools; or,
- C. Water supplied from hydrants or other temporary connections for general service type applications. (Water supplied for construction purposes - see Schedule Mz-1.)

A charge for the volume of water used will be billed to the party using the water at \$1.58 per 100 cubic feet. A service charge, in addition to the volumetric charge, will be \$40.00. In addition, for meters that are assigned to bulk water customers for more than 30 days, the applicable service charge in Schedule Mg-1 will apply after the first 30 days.

The water utility may require reasonable deposits for the temporary use of its equipment under this and other rate schedules. The deposit(s) collected will be refunded upon return of the utility's equipment. Damaged or lost equipment will be repaired or replaced at the customer's expense.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. Am-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

#### **Additional Meter Rental Charge**

If a customer requests the installation of an additional meter\* to receive credit for clear water not discharged into the sanitary sewer system, or if a sewerage service customer who is not a customer of the water utility requests the installation of a meter to determine the volume of sewage discharged into the sanitary sewer system, the utility shall furnish and install this additional meter. This rate applies to single-family residential and small commercial customers. At utility discretion, it may also be applied to other customers. A rental fee shall be charged for the use of this meter and the following rates shall apply.

$\frac{5}{8}$ -inch meter	- \$ 3.50 per month
$\frac{3}{4}$ -inch meter	- \$ 3.50 per month
1 -inch meter	- \$ 6.00 per month
1 $\frac{1}{4}$ -inch meter	- \$ 8.50 per month
1 $\frac{1}{2}$ -inch meter	- \$ 11.00 per month

Initial Meter Installation Charge - \$40.00

\*For the Schedule Am-1 rate to apply, the additional meter must be installed on the same service lateral as the primary meter. Also, if the metering configuration is in the Addition Method, the Schedule Am-1 rate will apply only if the additional meter is  $\frac{3}{4}$ -inch or less. If the additional meter is larger than  $\frac{3}{4}$ -inch in the Addition Method, then Schedule Mg-1 rates apply to the primary meter and the additional meter as separate accounts.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**RATE FILE**Sheet No. 1 of 1Schedule No. R-1Amendment No. 1**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility**

<b>Reconnection Charges</b>
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	<u>During Normal Business Hours</u>	<u>After Normal Business Hours</u>
Reinstallation of meter, including valving at curb stop	\$ 40.00	\$ 60.00
Valve turned on at curb stop	\$ 35.00	\$ 55.00

Note: No charge for disconnection.

Billing: Same as Schedule Mg-1.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Cz-1

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<b>Water Lateral Installation Charge</b>
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Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Mg-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Compliance with Rules

All persons now receiving water service from this water utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Establishment of Service

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

Service will be furnished only if (1) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (2) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that is not less than 6 feet below the surface of an established or proposed grade and meets the water utility's specifications, and (3) the premises have adequate piping beyond the metering point.

The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be served by one lateral provided (1) individual metered service and disconnection is provided and (2) it is permitted by local ordinance.

Buildings used in the same business, located on the same parcel, and served by a single lateral may have the customer's water supply piping installed to a central point so that volume can be metered in one place.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Reconnection of Service

Where the water utility has disconnected service at the customer's request, a reconnection charge shall be made when the customer requests reconnection of service. See Schedule R-1 for the applicable rate.

A reconnection charge shall also be required from customers whose services are disconnected (shut off at curb stop box) because of nonpayment of bills when due. See Schedule R-1 for the applicable rate.

If reconnection is requested for the same location by any member of the same household, or, if a place of business, by any partner of the same business, it shall be considered as the same customer.

Temporary Metered Service, Meter, and Deposits

An applicant for temporary water service on a metered basis shall make and maintain a monetary deposit for each meter installed as security for payment for use of water and for such other charges which may arise from the use of the supply. A charge shall be made for setting the valve and furnishing and setting the meter. See Schedule BW-1 for the applicable rate.

Water for Construction

When water is requested for construction purposes or for filling tanks or other such uses, an application shall be made to the water utility, in writing, giving a statement of the amount of construction work to be done or the size of the tank to be filled, etc. Payment for the water for construction may be required in advance at the scheduled rates. The service lateral must be installed into the building before water can be used. No connection with the service lateral at the curb shall be made without special permission from the water utility. In no case will any employee of the water utility turn on water for construction work unless the contractor has obtained permission from the water utility.

Customers shall not allow contractors, masons, or other persons to take unmetered water from their premises without permission from the water utility. Any customer failing to comply with this provision may have water service discontinued and will be responsible for the cost of the estimated volume of water used.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Use of Hydrants

In cases where no other supply is available, permission may be granted by the water utility to use a hydrant. No hydrant shall be used until the proper meter and valve are installed. In no case shall any valve be installed or moved except by an employee of the water utility.

Before a valve is set, payment must be made for its setting and for the water to be used at the scheduled rates. Where applicable, see Schedule BW-1 for deposits and charges. Upon completing the use of the hydrant, the customer must notify the water utility to that effect.

Operation of Valves and Hydrants and Unauthorized Use of Water - Penalty

Any person who shall, without authority of the water utility, allow contractors, masons, or other unauthorized persons to take water from their premises, operate any valve connected with the street or supply mains, or open any fire hydrant connected with the distribution system, except for the purpose of extinguishing fire, or who shall wantonly damage or impair the same, shall be subject to a fine as provided by municipal ordinance. Utility permission for the use of hydrants applies only to such hydrants that are designated for the specific use.

Refunds of Monetary Deposits

All money deposited as security for payment of charges arising from the use of temporary water service on a metered basis, or for the return of a hydrant valve and fixtures if the water is used on an unmetered basis, will be refunded to the depositor on the termination of the use of water, the payment of all charges levied against the depositor, and the return of the water utility's equipment.

Service Laterals

No water service lateral shall be laid through any trench having cinders, rubbish, rock or gravel fill, or any other material which may cause injury to or disintegration of the service lateral, unless adequate means of protection are provided by sand filling or such other insulation as may be approved by the water utility. Service laterals passing through curb or retaining walls shall be adequately safeguarded by provision of a channel space or pipe casing not less than twice the diameter of the service connection. The space between the service lateral and the channel or pipe casing shall be filled and lightly caulked with an oakum, mastic cement, or other resilient material and made impervious to moisture.

In backfilling the pipe trench, the service lateral must be protected against injury by carefully hand tamping the ground filling around the pipe. There should be at least 6 inches of ground filling over the pipe, and it should be free from hard lumps, rocks, stones, or other injurious material.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Service Laterals (continued)

All water service laterals shall be of undiminished size from the street main into the point of meter placement. Beyond the meter outlet valve, the piping shall be sized and proportioned to provide, on all floors, at all times, an equitable distribution of the water supply for the greatest probable number of fixtures or appliances operating simultaneously.

Replacement and Repair of Service Laterals

The service lateral from the main to and through the curb stop will be maintained and kept in repair and, when worn out, replaced at the expense of the water utility. The property owner shall maintain the service lateral from the curb stop to the point of use.

If an owner fails to repair a leaking or broken service lateral from the curb to the point of metering or use within such time as may appear reasonable to the water utility after notification has been served on the owner by the water utility, the water will be shut off and will not be turned on again until the repairs have been completed.

Abandonment of Service

If a property owner changes the use of a property currently receiving water service such that water service will no longer be needed in the future, the water utility may require the abandonment of the water service at the water main. In such case, the property owner may be responsible for all removal and/or repair costs, including the water main and the utility portion of the water service lateral.

Charges for Water Wasted Due to Leaks

See Wis. Admin. Code § PSC 185.35.

Thawing Frozen Service Laterals

See Wis. Admin. Code § PSC 185.88.

Curb Stop Boxes

The curb stop box is the property of the water utility. The water utility is responsible for its repair and maintenance. This includes maintaining, through adjustment, the curb stop box at an appropriate grade level where no direct action by the property owner or occupant has contributed to an elevation problem. The property owner is responsible for protecting the curb stop box from situations that could obstruct access to it or unduly expose it to harm. The water utility shall not be liable for failure to locate the curb stop box and shut off the water in case of a leak on the owner's premises.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Installation of Meters

Meters will be owned, furnished, and installed by the water utility or a utility-approved contractor and are not to be disconnected or tampered with by the customer. All meters shall be so located that they shall be protected from obstructions and permit ready access for reading, inspection, and servicing, such location to be designated or approved by the water utility. All piping within the building must be supplied by the owner. Where additional meters are desired by the owner, the owner shall pay for all piping. Where applicable, see Schedule Am-1 for rates.

Repairs to Meters

Meters will be repaired by the water utility, and the cost of such repairs caused by ordinary wear and tear will be borne by the water utility.

Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be damaged from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises.

Service Piping for Meter Settings

Where the original service piping is installed for a new metered customer, where existing service piping is changed for the customer's convenience, or where a new meter is installed for an existing unmetered customer, the owner of the premises at his/her expense shall provide a suitable location and the proper connections for the meter. The meter setting and associated plumbing shall comply with the water utility's standards. The water utility should be consulted as to the type and size of the meter setting.

Turning on Water

The water may only be turned on for a customer by an authorized employee of the water utility. Plumbers may turn the water on to test their work, but upon completion must leave the water turned off.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility**

<b>Water Utility Operating Rules</b>
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Failure to Read Meters

Where the water utility is unable to read a meter, the fact will be plainly indicated on the bill, and either an estimated bill will be computed or the minimum charge applied. The difference shall be adjusted when the meter is again read, that is, the bill for the succeeding billing period will be computed with the gallons or cubic feet in each block of the rate schedule doubled, and credit will be given on that bill for the amount of the bill paid the preceding period. Only in unusual cases shall more than three consecutive estimated or minimum bills be rendered.

If the meter is damaged (see Surreptitious Use of Water) or fails to operate, the bill will be based on the average use during the past year, unless there is some reason why the use is not normal. If the average use cannot be properly determined, the bill will be estimated by some equitable method.

See Wis. Admin. Code § PSC 185.33.

Complaint Meter Tests

See Wis. Admin. Code § PSC 185.77.

Inspection of Premises

During reasonable hours, any officer or authorized employee of the water utility shall have the right of access to the premises supplied with service for the purpose of inspection or for the enforcement of the water utility's rules and regulations. Whenever appropriate, the water utility will make a systematic inspection of all unmetered water taps for the purpose of checking waste and unnecessary use of water.

See Wis. Stat. § 196.171.

Vacation of Premises

When premises are to be vacated, the water utility shall be notified, in writing, at once, so that it may remove the meter and shut off the water supply at the curb stop. The owner of the premises shall be liable for prosecution for any damage to the water utility's property. See "Abandonment of Service" in Schedule X-1 for further information.

Deposits for Residential Service

See Wis. Admin. Code § PSC 185.36.

## **RATE FILE**

Sheet No. 7 of 10

Schedule No. X-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

#### **Water Utility Operating Rules**

##### Deposits for Nonresidential Service

See Wis. Admin. Code § PSC 185.361.

##### Deferred Payment Agreement

See Wis. Admin. Code § PSC 185.38.

##### Dispute Procedures

See Wis. Admin. Code § PSC 185.39.

##### Disconnection and Refusal of Service

See Wis. Admin. Code § PSC 185.37.

The following is an example of a disconnection notice that the utility may use to provide the required notice to customers.

#### DISCONNECTION NOTICE

Dear Customer:

The bill enclosed with this notice includes your current charge for water utility service and your previous unpaid balance.

You have 10 days to pay the water utility service arrears or your service is subject to disconnection.

If you fail to pay the service arrears or fail to contact us within the 10 days allowed to make reasonable deferred payment arrangement or other suitable arrangement, we will proceed with disconnection action.

To avoid the inconvenience of service interruption and an additional charge of (amount) for reconnection, we urge you to pay the full arrears IMMEDIATELY AT ONE OF OUR OFFICES.

If you have entered into a Deferred Payment Agreement with us and have failed to make the deferred payments you agreed to, your service will be subject to disconnection unless you pay the entire amount due within 10 days.

If you have a reason for delaying the payment, call us and explain the situation.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Water Utility Operating Rules**

Disconnection and Refusal of Service (continued)

DISCONNECTION NOTICE (continued)

PLEASE CALL THIS TELEPHONE NUMBER, (telephone number), IMMEDIATELY IF:

1. You dispute the notice of delinquent account.
2. You have a question about your water utility service arrears.
3. You are unable to pay the full amount of the bill and are willing to enter into a deferred payment agreement with us.
4. There are any circumstances you think should be taken into consideration before service is discontinued.
5. Any resident is seriously ill.

Illness Provision: If there is an existing medical emergency in your home and you furnish the water utility with a statement signed by either a licensed Wisconsin physician or a public health official, we will delay disconnection of service up to 21 days. The statement must identify the medical emergency and specify the period of time during which disconnection will aggravate the existing emergency.

Deferred Payment Agreements: If you are a residential customer and, for some reason, you are unable to pay the full amount of the water utility service arrears on your bill, you may contact the water utility to discuss arrangements to pay the arrears over an extended period of time.

This time payment agreement will require:

1. Payment of a reasonable amount at the time the agreement is made.
2. Payment of the remainder of the outstanding balance in monthly installments over a reasonable length of time.
3. Payment of all future water utility service bills in full by the due date.

In any situation where you are unable to resolve billing disputes or disputes about the grounds for proposed disconnection through contacts with our water utility, you may make an appeal to the Public Service Commission of Wisconsin by calling (800) 225-7729.

(WATER UTILITY NAME)

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Water Utility Operating Rules**

Collection of Overdue Bills

An amount owed by the customer may be levied as a tax as provided in Wis. Stat. § 66.0809.

Surreptitious Use of Water

When the water utility has reasonable evidence that a person is obtaining water, in whole or in part, by means of devices or methods used to stop or interfere with the proper metering of the water utility service being delivered, the water utility reserves the right to estimate and present immediately a bill for unmetered service as a result of such interference, and such bill shall be payable subject to a 24-hour disconnection of service. If the water utility disconnects the service for any such reason, the water utility will reconnect the service upon the following conditions:

- A. The customer will be required to deposit with the water utility an amount sufficient to guarantee the payment of the bills for water utility service.
- B. The customer will be required to pay the water utility for any and all damages to water utility equipment resulting from such interference with the metering.
- C. The customer must further agree to comply with reasonable requirements to protect the water utility against further losses.

See Wis. Stat. §§ 98.26 and 943.20.

Repairs to Mains

The water utility reserves the right to shut off the water supply in the mains temporarily to make repairs, alterations, or additions to the plant or system. When the circumstances will permit, the water utility will give notification, by newspaper publication or otherwise, of the discontinuance of the water supply. No credit will be allowed to customers for such temporary suspension of the water supply.

See Wis. Admin. Code § PSC 185.87.

Duty of Water Utility with Respect to Safety of the Public

It shall be the duty of the water utility to see that all open ditches for water mains, hydrants, and service laterals are properly guarded to prevent accident to any person or vehicle, and at night there shall be displayed proper signal lighting to insure the safety of the public.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Water Utility Operating Rules**Handling Water Mains and Service Laterals in Excavation Trenches

Contractors must call Digger's Hotline and ensure a location is done to establish the existence and location of all water mains and service laterals as provided in Wis. Stat. § 182.0175. Where water mains or service laterals have been removed, cut, or damaged during trench excavation, the contractors must, at their own expense, cause them to be replaced or repaired at once. Contractors must not shut off the water service laterals to any customer for a period exceeding 6 hours.

Protective Devices

- A. Protective Devices in General: The owner or occupant of every premise receiving water supply shall apply and maintain suitable means of protection of the premise supply and all appliances against damage arising in any manner from the use of the water supply, variation of water pressure, or any interruption of water supply. Particularly, such owner or occupant must protect water-cooled compressors for refrigeration systems by means of high and/or low pressure safety cutout devices. There shall likewise be provided means for the prevention of the transmission of water ram or noise of operation of any valve or appliance through the piping of their own or adjacent premises.
- B. Relief Valves: On all "closed systems" (i.e., systems having a check valve, pressure regulator, reducing valve, water filter, or softener), an effective pressure relief valve shall be installed at or near the top of the hot water tank or at the hot water distribution pipe connection to the tank. No stop valve shall be placed between the hot water tank and the relief valve or on the drain pipe. See applicable plumbing codes.
- C. Air Chambers: An air chamber or approved shock absorber shall be installed at the terminus of each riser, fixture branch, or hydraulic elevator main for the prevention of undue water hammer. The air chamber shall be sized in conformance with local plumbing codes. Where possible, the air chamber should be provided at its base with a valve for water drainage and replenishment of air.

Cross-Connections

Every person owning or occupying a premise receiving municipal water supply shall maintain such municipal water supply free from any connection, either of a direct or of an indirect nature, with a water supply from a foreign source or of any manner of connection with any fixture or appliance whereby water from a foreign supply or the waste from any fixture, appliance, or waste or soil pipe may flow or be siphoned or pumped into the piping of the municipal water system.

See Wis. Admin. Code § NR 811.09.

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Water Main Extension Rule**

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
  - 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under A.
  - 2. Part of the contribution required in B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under A.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. X-3

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Water Main Installations in Platted Subdivisions**

Application for installation of water mains in regularly platted real estate development subdivisions shall be filed with the utility.

If the developer, or a contractor employed by the developer, is to install the water mains (with the approval of the utility), the developer shall be responsible for the total cost of construction.

If the utility or its contractor is to install the water mains, the developer shall be required to advance to the utility, prior to the beginning of the construction, the total estimated cost of the extension. If the final costs exceed estimated costs, an additional billing will be made for the balance of the cost due. This balance is to be paid within 30 days. If final costs are less than estimated, a refund of the overpayment will be made by the water utility.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Purchased Treatment Adjustment Clause**

All metered rates shall be subject to a positive or negative sewage treatment cost adjustment charge equivalent to the amount by which the current cost of sewage treatment (per 1,000 gallons of sales) is greater or lesser than the base cost of sewage treatment (per 1,000 gallon of sales).

The current cost per 1,000 gallons of sewage treatment billed is equal to the cost of sewage treatment purchased for the most recent three months divided by the total billable volume of sewage (in 1,000 gallons) during the most recent three months. The monthly adjustment (rounded up to the nearest one-tenth of a cent) is equal to the current cost less the base cost. The base cost, until changed by order of the Public Service Commission of Wisconsin, is \$3.551 per 1,000 gallons.

Periodic changes shall be made to maintain the proper relative structure of the Shawano rates and to ensure that sewage treatment costs are being equitably recovered from the various rate classes. The utility shall file with the Public Service Commission of Wisconsin within 30 days for changes in the rates to incorporate a portion of the sewage treatment cost adjustment into base rate if the monthly adjustment A exceeds \$2.00 per 1,000 gallons.

For purposes of calculating the sewage treatment cost adjustment charge, the following formula shall be used:

$$A = \frac{(C-H)}{S} - U$$

- A is the sewage treatment cost adjustment rate in dollars per 1,000 gallons rounded to three decimal places applied on a per 1,000 gallon basis to all metered sales of sewage.
- C is the cost of sewage treatment charged by the Wolf Treatment Plant (WTP) in dollars in the most recent three months. "Cost of sewage treatment" means the monthly WTP costs recorded in Account 827 of the Uniform System of Accounts.
- H is the most recent three month total of high strength units billed to utility customers multiplied by WTP's component unit costs in dollars.
- S is the total billable volume of sewage (in 1,000 gallons) during the most recent three months.
- U is the base cost of sewage treatment which equals the average cost of sewage treatment purchased per 1,000 gallons of sales for the test year. This figure remains constant in each subsequent monthly calculation at \$3.551 per 1,000 gallons, until otherwise changed by the Public Service Commission of Wisconsin.

**RATE FILE**Sheet No. 1 of 1Schedule No. Smg-1Amendment No. 1**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****General Sewer Service - Metered**

This rate applies to sewage contributors discharging domestic strength sewage up to 250 mg/l for B.O.D., 250 mg/l for suspended solids, and 12 mg/l for phosphorus.

## Monthly Service Charges:

5/8 -inch meter - \$	8.75	3 -inch meter - \$	28.00
3/4 -inch meter - \$	8.75	4 -inch meter - \$	41.00
1 -inch meter - \$	10.85	6 -inch meter - \$	74.00
1 1/4 -inch meter - \$	12.60	8 -inch meter - \$	114.00
1 1/2 -inch meter - \$	14.25	10 -inch meter - \$	171.10
2 -inch meter - \$	18.25	12 -inch meter - \$	228.00

## Plus Volume Charge:

For domestic strength sewage discharged to the sanitary sewer system -  
\$5.78 per 1,000 gallons

Billing: Same as Schedule Mg-1.

Note: This schedule is subject to increases or decreases from Schedule PTAC-1.

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. Smg-2

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

<b>Commercial and Industrial Sewer Service - Metered</b>
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When the sewage from any contributor does not exceed the strength limitations of 250 mg/l for B.O.D., 250 mg/l for suspended solids, and 12 mg/l for phosphorus, the sewer bill shall be calculated under Schedule Smg-1. When the waste of any contributor exceeds the above strength, a periodic sampling shall be taken and the sewage analyzed to determine the strength of said waste, which will be billed at the following rates:

Monthly Service Charges: Same as Schedule Smg-1.

Plus Volume Charges: Charge shall be comprised as follows:

Volume - \$5.78 per 1,000 gallons

Bio-Chemical Oxygen Demand (B.O.D.) - 58.0¢ per lb. in excess of 250 mg/l.

Suspended solids (S/S) - 49.1¢ per lb. in excess of 250 mg/l.

Phosphorus - \$4.29 per lb. in excess of 12 mg/l

Billing: Same as Schedule Smg-1.

Note: This schedule is subject to increases or decreases from Schedule PTAC-1.

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EFFECTIVE: January 1, 2009

PSCW AUTHORIZATION: 5365-AN-01

## **RATE FILE**

Sheet No. 1 of 1

Schedule No. Sum-1

Amendment No. 1

## **Public Service Commission of Wisconsin**

### **City of Shawano Water and Sewer Utility**

<b>General Sewer Service - Unmetered</b>
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This rate applies to residential and small commercial sewer service customers discharging only domestic sewage who temporarily are taking water service on an unmetered basis or who have their own wells with the permission of the utility.

Monthly charge per customer: \$31.29

This rate approximates the cost of 3,900 gallons per billing period under Schedule Smg-1. If it is determined by the utility that usage is in excess of 3,900 gallons per billing period, an additional charge of \$5.78 per 1,000 gallons will be made for the estimated additional volume of sewage.

Note: Larger sewer customers not connected to the municipal water utility will be required to rent a water meter from the utility to measure the water used, and the regular sewage rates (Schedule Smg-1 or Smg-2) will apply.

Billing: Same as Schedule Smg-1.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Scz-1

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<b>Sewer Lateral Installation Charge</b>
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Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the sewer lateral installation costs from the main to the property line.

When the cost of a utility main extension is to be collected through assessment by the municipality, the average sewer installation costs from the main to the property line shall be included in the assessment of the appropriate properties.

The initial sewer service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main to the property line by the utility, for which the actual cost will be charged.

Billing: Same as Schedule Smg-1.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility**

<b>Sewer Rules and Regulations</b>
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Compliance with Rules

All persons now receiving sewer service from this sewer utility, or who may hereafter make application therefore, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Application for sewer service shall be made in writing on a form furnished by the sewer utility. The application will contain the legal description of the property to be served, name of the owner, the exact use to be made of the service, and the size of the service connection.

**I. Definitions**

- A. Approving Authority: The superintendent of the utility, Board of Public Works, or other designated official of the municipality or its duly authorized deputy, agent, or representative.
- B. B.O.D. (Biochemical Oxygen Demand): The quantity of oxygen utilized in the biochemical oxidation of organic matter in five days at 20 degrees centigrade, expressed as milligrams per liter. Quantitative determination of B.O.D. shall be made in accordance with procedures set forth in "Standard Methods".
- C. Combined Sewer: A sewer receiving both surface runoff and sewage.
- D. Chlorine Requirement: The amount of chlorine in milligrams per liter which must be added to sewage to produce a residual as specified in the Wisconsin Pollutant Discharge Elimination System.
- E. Garbage: The residue from the preparation, cooking, and dispensing of food and from the handling, storage, and sale of food products and produce.
- F. Ground Garbage: The residue from the preparation, cooking, and dispensing of food that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch (½") in any dimension.
- G. Industrial Waste: The wastewater from industrial process, trade, or business, as distinct from sanitary sewage, including cooling water and the discharge from sewage pretreatment facilities.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Sewer Rules and Regulations**

- H. Natural Outlet: Any outlet, including storm sewers and combined sewer overflows, into a water course, pond, ditch, lake, or other body of surface water or ground waters.
- I. Parts Per Million: A weight-to-weight ratio. The parts per million value multiplied by the factor 8.34 is equivalent to pounds per million gallons of water.
- J. Sanitary Sewage: A combination of water-carried wastes from residences, business buildings, institutions, and industrial plants (other than industrial wastes from such plants); together with such ground, surface, and storm waters as may be present.
- K. Sanitary Sewer: A sewer that conveys wastewater, industrial wastes, or a combination of both and into which storm, surface, and ground waters or unpolluted industrial wastes are not intentionally admitted.
- L. Sewage: The spent water of a community. The preferred term is "wastewater".
- M. Sewer: A pipe or conduit for conveying sewage or any other waste liquids, including storm, surface, and ground water drainage.
- N. "Shall" is mandatory; "May" is permissible.
- O. Slug: Any discharge of sewage or industrial waste which in concentration of any given constituent exceeds more than five times the average 24 hour concentration during normal operation or the discharge of any volume of liquid waste which exceeds more than five times in quantity of flow for a period of 15 minutes or more the normal 24 hour average discharge and shall adversely affect the collection system and/or performance of the wastewater treatment plant.
- P. Standard Methods: The examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water, Sewage, and Industrial Wastes", published jointly by the American Public Health Association, the American Water Works Association, and the Water Pollution Control Federation.
- Q. Storm Sewer: A sewer that carries storm, surface, and ground water drainage but excludes sewage and industrial wastes.
- R. Suspended Solids: Solids that either float on the surface of, or are in suspension in, water, wastewater, or industrial waste and which are removable by a laboratory filtration device. Quantitative determination of suspended solids shall be made in accordance with procedures set forth in "Standard Methods".

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

<p><b>Sewer Rules and Regulations</b></p>
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- S. Wastewater: A combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with any ground water, surface water, and storm water that may be present.
- T. Wastewater Collection System: The system of sewers and appurtenances for the collection, transportation, and pumping of wastewater and industrial wastes.
- U. Wastewater Treatment Plant: An assemblage of devices, structures, and equipment for treating and disposing of wastewater and industrial wastes.

**II. Use of the Public Sewers**

- A. Sanitary Sewers. No person shall cause to be discharged any storm water, surface drainage, subsurface drainage, ground water, roof runoff, cooling water, or unpolluted water into any sanitary sewer.
- B. Prohibitions and Limitations. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer.
  - 1. Any gasoline, benzine, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
  - 2. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process or constitute a hazard to humans or animals or create any hazard in the receiving waters of the wastewater treatment plant.
  - 3. Any waters or wastes having a pH lower than 5.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the wastewater treatment plant.
  - 4. Any waters or wastes having a pH in excess of 10.0.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Sewer Rules and Regulations**

5. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operations of the wastewater collection and treatment facilities such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
6. No persons shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Approving Authority that such wastes can harm either the sewers or the wastewater treatment plant or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, or property or constitute a nuisance. In forming their opinion as to the acceptability of these wastes, the Approving Authority will give consideration to the sewers, nature of the wastewater treatment process, capacity of the wastewater treatment plant, and other pertinent factors. The substances prohibited are:
  - a. Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit.
  - b. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not which will or may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater system.
  - c. Any commercial garbage that has not been properly shredded. The installation and operation of any commercial grinder equipped with a motor of one horsepower or greater shall be subject to the review and approval of the Approving Authority.
  - d. Any waters or wastes containing iron, chromium, copper, zinc, mercury, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such a degree that any such material received in the composite wastewater at the wastewater treatment plant exceeds the limits established by the Approving Authority for such materials.
  - e. Any waters or wastes containing phenols or other taste or odor producing substances in such concentrations exceeding limits which may be established by the Approving Authority as necessary after treatment of the composite wastewater, to meet the requirements of the State, Federal or other public agencies of jurisdiction for such discharge to the receiving waters.

**City of Shawano Water and Sewer Utility**

<p><b>Sewer Rules and Regulations</b></p>
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- f. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Approving Authority in compliance with State or Federal Regulations.
- g. Any water or wastes which, by interaction with other water or wastes in the sanitary sewer system, release obnoxious gases, for suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment process.
- h. Materials which exert or cause:
  - 1. Unusual B.O.D., chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment plant.
  - 2. Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.
  - 3. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate).
  - 4. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
  - 5. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of the Department of Natural Resources, Division of Environmental Protection of the State of Wisconsin.
- C. Special Arrangements. No statement contained in this article shall be construed as prohibiting any special agreement between the Approving Authority and any person whereby an industrial waste of unusual strength or character may be admitted to the sewage disposal works, either before or after pretreatment, provided that there is no impairment of the functioning of the sewage disposal works by reason of the admission of such wastes, and no extra costs are incurred by the utility without recompense by the person.

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Sewer Rules and Regulations**

**III. Control of Industrial Wastes Directed to Public Sewers**

- A. Industrial Discharges. If any waters or wastes are discharged, or proposed to be discharged to the public sewers, which waters or wastes contain substances or possess the characteristics enumerated in Paragraph II, B., and which in the judgement of the Approving Authority, have a deleterious effect upon the wastewater collection or treatment facilities, processes, equipment, or receiving waters, or which otherwise create a hazard to life, health, or constitute a public nuisance, the Approving Authority may:

1. Reject the wastes.
2. Require treatment to an acceptable condition for discharge to the public sewers.
3. Require control over the quantities and rates of discharge.

- B. Control Manholes. Each person discharging industrial wastes into a public sewer shall construct and maintain one or more control manholes or access points to facilitate observation, measurement, and sampling of his wastes, including domestic sewage.

Control manholes or access facilities shall be located and built in a manner acceptable to the Approving Authority. If measuring and/or sampling devices are to be permanently installed, they shall be of a type acceptable to the Approving Authority.

Control manholes, access facilities, and related equipment shall be installed by and at the expense of the person discharging the waste, and shall be maintained by that person so as to be in safe condition, accessible, and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the Approving Authority prior to the beginning of construction.

- C. Measurement of Flow. The volume of flow used for computing industrial waste collection and treatment charges shall be the metered water consumption of the person as shown in the records of meter reading maintained by the utility's water department.
- D. Metering of Waste. Devices for measuring the volume of waste discharged may be required by the Approving Authority if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned, and maintained by the utility to accuracy standards acceptable to the Approving Authority and the Public Service Commission. Following approval and installation, such meters may not be removed without the consent of the Approving Authority.

## Public Service Commission of Wisconsin

## City of Shawano Water and Sewer Utility

**Sewer Rules and Regulations**

- E. Provision for Deductions. In the event that a person discharging industrial waste into the public sewers produces evidence satisfactory to the Approving Authority that more than 10 percent of the total annual volume of water used for all purposes does not reach the public sewer, then the determination of the water consumption to be used in computing the waste volume discharged into the public sewer may be made a matter of agreement between the Approving Authority and the person.
- F. Waste Sampling. Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of said wastes. The determinations shall be made by the industry as often as may be deemed necessary by the Approving Authority.

Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the Approving Authority.

Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the Approving Authority or its duly authorized representative at all times. Every care shall be exercised in the collection of samples to insure their preservation in a state comparable to that at the time the sample was taken.

- G. Pretreatment. Where required, in the opinion of the Approving Authority, to modify or eliminate wastes that are harmful to the structures, processes or operation of the wastewater collection or treatment plant, the person shall provide, at his expense, such preliminary treatment or processing facilities as may be determined required to render his wastes acceptable for admission to the public sewers.
- H. Grease, Oil and Sand Interceptors. Grease, oil and sand interceptors shall be provided when, in the opinion of the Approving Authority, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts or any flammable wastes, and/or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type readily accessible for cleaning and inspection. In maintaining these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Approving Authority. Disposal of the collected materials performed by owner's(s') personnel or currently licensed waste disposal firms must be in accordance with currently acceptable Department of Natural Resources rules and regulations.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Sewer Rules and Regulations**

- I. Analyses. Laboratory procedures used in the examination of industrial wastes shall be those set forth in "Standard Methods". However, alternate methods for certain analyses of industrial wastes may be used subject to mutual agreement between the Approving Authority and the person.

Determination of the character and concentration of the industrial wastes shall be made by the person discharging the wastes or by the person's agent, as designated and required by the Approving Authority. The utility may also make its own analyses on the wastes and these determinations shall be binding as a basis for charges.

- J. Submission of Information. Plans, specifications and any other pertinent information relating to proposed preliminary treatment of processing facilities shall be submitted for review of the Approving Authority prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers.

IV. Classes of Service

- A. General Service. Normal or domestic wastewater is defined as having the organic concentration of Biochemical Oxygen Demand (B.O.D.) and Suspended Solids (S.S.) specified in Schedule Smg-1 of the rate file.
- B. High-Strength Standards. All establishments discharging high-strength wastes into the public sanitary sewer system shall be billed in accordance with the High-Strength Service Charge specified in Schedule Smg-2 of the rate file. The volume of flow used for computing the wastewater surcharge shall be metered water consumption as shown in records maintained by the water utility subject to adjustment as otherwise herein provided, or the actual volume of wastewater as determined by a waste metering installation.

V. Right-of-Entry, Identification and Safety

Right-of-Entry. Superintendent of the utility or other duly authorized employee of the municipality or utility bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, testing, all in accordance with the provisions of these rules and regulations and Section 196.171, Wisconsin Statutes. The superintendent of the utility shall have no authority to inquire into any process beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for wastewater treatment. While performing the necessary work, the authorized person shall observe all safety rules applicable to the premises established by the property owner.

**Public Service Commission of Wisconsin****City of Shawano Water and Sewer Utility****Sewer Rules and Regulations****VI. Sewer Construction**

- A. Work Authorized. No unauthorized person shall uncover, make any connections with or opening into, use alter or disturb any public sewer or appurtenance thereof, without first obtaining a written permit from the Approving Authority.
- B. Cost of Sewer Connection. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner.
- C. Use of Old Building Sewers. Old building sewers may be used in connection with new buildings only when they are found, on examination and tests by the approving authority, to meet all requirements of this ordinance.
- D. Materials and Methods of Construction. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the municipality. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the A.S.T.M. and W.P.C.F. Manual of Practice No. 9 shall apply.
- E. Building Sewer Grade. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- F. Storm and Ground Water Drains. No person shall make connection of roof downspouts, exterior foundation drains, area-way drains or other sources of surface runoff or ground water to a building sewer or building drain which is connected directly or indirectly to a public sanitary sewer.
- G. Conformance to Plumbing Codes. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the municipality, or the procedures set forth in appropriate specifications of the A.S.T.M. and the W.P.C.F. Manual of Practice No. 9. All such connections shall be made gas tight and water tight. Any deviation from the prescribed procedures and materials must be approved by the Approving Authority before installation.

**City of Shawano Water and Sewer Utility**

<b>Sewer Rules and Regulations</b>
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- H. Inspection of Connection. The applicant for the building sewer permit shall notify the Approving Authority when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Approving Authority.
- I. Barricades: Restoration. All excavations for the building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the municipality.

**VII. Violations and Penalties**

- A. Written Notice of Violation. Any person found to be violating any provision of these rules and regulations shall be served by the Approving Authority with a written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.
- B. Accidental Discharge. Any person found to be responsible for accidentally allowing a deleterious discharge into the sewer which causes damage to the treatment facilities, receiving body of water and/or downstream waters shall, in addition to a forfeiture, pay the amount to cover damages, both values to be established by the Approving Authority.

**VIII. Credit for Water Not Discharged to Sewer**

If a portion of the water furnished to any customer is not discharged into the sewer system, the quantity of such water will be deducted in computing the charge for sewer service provided a meter has been installed to measure such water. The customer must, at his own expense, make necessary changes in the water piping and install couplings so that a meter can be set. See rate Schedule Am-1 for applicable charges.

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Sewer Main Extension Rule**

Sewer mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
  - 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under A.
  - 2. Part of the contribution required in B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to an existing sewer main installed at utility expense within ten years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under (A).

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Sx-3

Amendment No. 1

**Public Service Commission of Wisconsin**

**City of Shawano Water and Sewer Utility**

**Sewer Main Installations in Platted Subdivisions**

Application for installation of sewer mains in regularly platted real estate development subdivisions shall be filed with the sewer utility.

Upon receipt of the application, the sewer utility will prepare detailed estimates of the cost of extending sewer mains of the size deemed necessary in the subdivision and submit same to the municipal governing body for approval.

If the developer, or a contractor employed by the developer, is to install the sewer mains (with approval of the utility), the developer shall be responsible for the total cost of construction.

If the utility or its contractor is to install the sewer mains, the developer shall be required to advance to the utility, prior to the beginning of the construction, the total estimated cost of the extension. If the final costs exceed estimated costs, an additional billing will be made for the balance of the cost due. This balance is to be paid within 30 days. If final costs are less than estimated, a refund of the overpayment will be made by the sewer utility.